



EVERSLEY PRIMARY SCHOOL

Chaseville Park Road, Winchmore Hill, London, N21 1PD

Tel: 020 8360 7370 / 5159 Fax: 020 8360 2502

Email: office@eversley.enfield.sch.uk

Headteacher: Ms Samantha Williams, B.Ed (Hons), NPQH

Deputy Headteachers: Mrs Hayley Kirkpatrick, B.A (Hons), Dip.Art.Ed
Mrs Flora Georgiou, LLB, PGCE, MA

Number on Roll: 630

Required: ASAP

Salary: Scale SM1

Hours: 36 hours per week x 43 weeks per annum (Attendance at some after school meetings is required)

School Business Manager Required

Eversley Primary School is a successful, 'outstanding' three form entry school.

We are seeking to appoint an enthusiastic School Business Manager to join our welcoming and dedicated Senior Leadership team.

The successful candidate will need to: -

- Demonstrate strong organisational and ICT skills
- Have excellent inter-personal skills
- Have previous School Business Manager experience
- Demonstrate enthusiasm for working in schools

Please refer to the full Job Description and Person Specification for an extensive list of roles and responsibilities as this post will include:-

- Strategic Leadership
- Finance and Business Management
- Whole School Administration
- Human Resource Management
- Premises Management
- Health & Safety

Eversley Primary School is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS)

Closing Date: Monday 26th February 2024

Shortlisting: Wednesday 28th February 2024

Interviews: Friday 1st March 2024

If you would like to arrange a school visit, please email the school office.

office@eversley.enfield.sch.uk

